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DEPARTMENT OF STATE  
ASSISTANT SECRETARY FOR PUBLIC AFFAIRS  
POLICY ADVISORY STAFF

October 20, 1950

Information Policy Guidances - Purposes and Procedures

Foreign Information Policy Guidances prepared by the Department of State are designed primarily to provide necessary background and policy guidance to enable U. S. government information media and U. S. missions to interpret and implement foreign information policy in a manner that will contribute effectively to the achievement of U.S. foreign policy objectives.

Information Policy Guidances are distributed to:

1. State Department media, including the Voice of America, engaged in disseminating foreign information.
2. Other departments and agencies with an interest in foreign information activities, including the Department of Defense, Departments of Army, Navy, and Air Force, the Central Intelligence Agency and the Economic Cooperation Administration.
3. U.S. missions abroad.

Information Policy Guidances are utilized in the preparation of radio commentaries, news and comment in radio broadcasts, news summaries sent to U.S. missions abroad, statements and speeches by government officials for the guidance of officers and particularly information officers in U.S. missions abroad and the guidance of U.S.-sponsored broadcasts in other countries.

The kinds of Information Policy Guidances now used have evolved from experience which dates back to war-time operations of the U.S. Office of War Information. Since there is some question whether these guidances are as well adapted as they might be to the present situation, a study is now under way to determine the most effective form these guidances can take. Pending completion of this study, the information policy guidances will continue to follow the following pattern:

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1. Overnight Guidances - Designed to guide the fast information media in the treatment of current news developments. Such guidance is ordinarily within the framework of established policy, and is provided by the State Department geographic desk concerned with a particular news development. Clearance with other areas of the Department and coordination with other government departments and agencies is necessary only when a new policy decision or interpretation is required. In cases where it is required, P/POL undertakes to effect such clearance and coordination. In cases where military interests are concerned, this coordination with the Service departments is achieved directly through the Joint Subsidiary Plans Division (JSPD) of the Joint Chiefs of Staff (JCS), which in turn assumes responsibility for whatever coordination may be required among the separate Services. If P/POL is unable to reach the responsible JSPD officer, or if this officer is unable to obtain comments by 5:00 p.m., P/POL determines whether the guidance shall be issued on its own responsibility.

2. Weekly Guidances - Designed primarily to inform U.S. missions abroad of the ways in which certain current or immediately upcoming developments are to be interpreted. The Weekly Guidance is drafted in P/POL Tuesday morning and is considered by the P/POL Staff (with a representative of JSPD participating) in a meeting usually held around noon Tuesday. The guidance is then revised and circulated Tuesday afternoon to the geographic and functional areas of the Department of State and to other departments and agencies through the Interdepartmental Foreign Information Staff (IFIS). (Copies for the Service departments are circulated by the JSPD representative or are picked up by special messenger from IFIS Tuesday afternoon.) Comments of other departments and agencies are submitted to the IFIS representative who presents them at the Policy Information Committee Meeting at 2:30 Wednesday, at which time the Weekly Guidance is approved for immediate transmission overseas. Other IFIS members may present their views at this meeting if they wish.

3. Long-range Special Guidances - Designed to guide foreign information operators in the handling of special subjects or situations. These guidances are prepared by P/POL and circulated to regional and functional bureaus of the Department of State for departmental clearance and are circulated through IFIS for the comments of other departments and agencies. Except in cases where it is urgent that such a guidance be issued immediately, other departments and agencies have five days in which to consider the guidance and to prepare their comments. In the urgent

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cases, other departments and agencies, as well as the regional and functional bureaus of the Department of State, are given as much time as possible to consider and comment upon the guidances.

4. Fast Special Guidances (such as the series of Special Information Policy Guidances on Korea) - Designed to guide media operators and U.S. missions abroad in the handling of news growing out of an urgent situation. The Special Guidances on Korea, as an example, have had to be handled on a "rush" basis because of the nature of the developing situation in Korea. Since time was limited, these guidances have been cleared only with the areas of the Department of State which were directly concerned, usually with FE and UNA, and have ordinarily been coordinated with the Service departments through JSPD rather than through IFIS in order to expedite military reactions. Whenever possible, military advisors from IFIS or JSPD have participated in the preparation of these guidances and one guidance was prepared in the Korean Working Group. When time permits, the Fast Special Guidances will be cleared and coordinated in the same way as the Long-range Special Guidances referred to in paragraph 3. In cases where there is inadequate time for this procedure, the guidances will be coordinated with JSPD, which will undertake also to coordinate with the separate Services within a defined time limit. In cases where no comments are received within that time limit, the guidance will be distributed forthwith. (On the basis of a decision by the Chief of JSPD, following consultation with the separate Services, JSPD would assume the responsibility for Department of Defense comments, if unable for any reason to secure comments for the separate Services.)

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations (see separate sheet) should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

ADPC

ACCESSION NO.

DATE RECEIVED IN S. A.

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. CSI		24 Oct	27 Oct	25X1A	25X1A
2. File					
3. <del>File</del>					
4.					
5.					
6.					
7.					
8.					
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